



## Supervisor's OnBoarding Checklist

Getting a new employee off to a good start makes a difference in their job effectiveness and overall feeling of welcome. It is beneficial to orient your new hires as well as continue to fully engage them throughout their employment at Georgia State University. This checklist serves as a guideline and best practice for supervisors and managers.

Please complete the checklist below at pre-arrival, first day/week, first month and six month intervals by recording the completion date for each activity (non applicable activities may be recorded as N/A).

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Date Completed/Initial	Pre-Arrival Checklist
	Prepare Candidate Recommendation Form (CRF) from the PeopleAdmin (PPRTS) system and the e-PAF.
	Send new hire a welcome/offer letter at least <b>two</b> weeks prior to start date.
	Prepare workstation/office set up (telephone, computer, office supplies, cell phone, name tag, key cards, etc.)
	Confirm start date with new hire; inform new hire where to park and first day arrival time. Remind the new hire to bring employment eligibility documents. <a href="http://www.gsu.edu/hr/31391.html">http://www.gsu.edu/hr/31391.html</a>
	Inform at staff meeting or e-mail staff of the new hire's start date and role
	Allocate time to spend with new hire on first day
	Order business cards
	Prepare a first day and first week agenda for the new hire.
Date Completed	First Day Checklist
	Plan an official welcome and discuss the agenda for the first day!
	New hire must complete new hire packet at Human Resources customer service window at 1Park Place, 3 <sup>rd</sup> floor.





# HUMAN RESOURCES

Employee Development and Wellness Services



	Processed CRF, approved e-PAF, and the employee's completed new hire forms (I-9 documentation, W-4, direct deposit, etc.) to Human Resources. <b>If any one of these items is missing, HRIS cannot enter the employee into PeopleSoft and therefore a Panther ID cannot be assigned.</b>
	Schedule new hire for <b>Panther Tracks New Employee Orientation.</b>
	Explain structure of work area including Georgia State and the department's organizational chart.
	Explain departmental policies and work rules to new hire. <a href="http://www.gsu.edu/hr/">http://www.gsu.edu/hr/</a>
	Review emergency evacuation plan, first aid kit, bathroom locations and security codes.
	Add new staff member to circulation and departmental telephone list.
	Explain, telephone/fax system, voicemail, and GroupWise.
	Explain time-sheet recording, processes, sick time, deadlines, accruals/usage etc.
	Assist (personally escort employee if possible) new hire with obtaining Panther ID, Parking Permit, and Building Access.
	Assign new hire with a "buddy" to assist with <i>1<sup>st</sup> month</i> transition into department.
	Review the Information Systems Ethics policy with your employee, located at <a href="http://www.gsu.edu/ist/info_sys_ethics.html">http://www.gsu.edu/ist/info_sys_ethics.html</a> as well as any departmental policies and procedures regarding security and appropriate use. If the new employee will have access to sensitive or confidential information, submit a HelpCenter request to have them take the online security awareness course, as well as have their system reviewed for compliance with university security procedures for those systems processing sensitive or confidential information.
	Provide "A day in the life..." realistic preview of a typical day for the new hire's position.
Date Completed	First Week Checklist
	Ensure new hire is registered for Panther Tracks New Employee Orientation
	Explain Georgia State University's Strategic Plan and Department's mission and how the employee's role fits.
	Provide new hire with a copy of their job responsibilities, performance expectations, work start time, and lunch





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	schedule/guidelines.
	Explain provisional policy.
	Explain workplace reporting structure.
	Review department policies & procedures that apply to the employee's role (attendance and punctuality, dress code, personal calls, lunch, mail, e-mail, internet access, overtime, time records, work schedules, P-Card usage, travel, reimbursement policy, weather and campus emergencies, etc.)
	Introduce work for the employee to accomplish as a first assignment. Assist in the production and coach if necessary.
	Arrange meeting for new hire to meet w/Dean/Division Head/Director, etc.)
	Provide new hire with more details of departmental policies, procedures and practices.
	Provide new hire with a tour of the facilities (emergency exits, restrooms, etc.)
	Explain roles of key personnel (Supervisor, Team Members, HR Rep, Human Resources, etc.) and provide contact information for key personnel.
	Explain filing and mail systems.
	Inform new hire about regular scheduled staff meetings.
	Organize essential training (Right to Know, employee handbook, etc.)
Date Completed	First Month Checklist
	Ensure that the new hire has completed the benefits enrollment process within <b>30</b> days of the benefits eligibility date.
	Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
	Complete one month provisional Performance Evaluation.
	Schedule weekly/monthly update meeting as needed.
	Ensure that <b>essential</b> training has been completed or is scheduled to be completed.
Date Completed	Three Month Checklist
	Complete three month provisional evaluation.
	Continue to clarify roles, responsibilities and expectations as needed and provide ongoing coaching and feedback.
Date Completed	Five Month Checklist
	Complete six month provisional Performance Evaluation and share with the employee.





	Sixth Month Checklist
	Schedule Planning and Performance Review for annual review.
	If continuing employment, complete provisional performance review; set goals for annual performance evaluation.

In an effort of fully engaging your staff, please continue to provide ongoing coaching, feedback and regularly scheduled meetings throughout the employee's career. This document should be filed in the employee's personnel file.

